



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

OCT 04 2013

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #30, Korean National Time and Attendance

1. EFFECTIVE DATE: This policy is effective upon receipt.
2. APPLICABILITY: This policy applies to all Korean National (KN) employees of the 501st Military Intelligence (MI) Brigade and subordinate Battalions.
3. PURPOSE. The purpose of this policy is to ensure the attendance (i.e., presence or absence) of all Brigade KN civilian employees is accurately reported and documented in order to compute pay, leave, and associated allowances. Unless authorized in accordance with law or regulations to use such time for other purposes, all KN Civilians shall use official time to perform official duties.
4. GUIDANCE: Brigade and Battalion leadership, including supervisors of KN employees, will take appropriate measures to limit and control all work hours that result in night differential, holiday pay, compensatory time, and overtime pay. The current and forecasted funding posture for the Brigade demands it. Leaders at all levels will be sensitive to costs and embrace ways to keep expenses at a manageable level, to include keeping work schedules at no more than 40 hours per week for each employee. Any forecast of overtime hours or hours in excess of 40 hours per week must be authorized and approved, in writing. This requires a request for overtime hours or hours in excess of 40 hours per week to be submitted to the Brigade Deputy Commander for review.
 - a. Authority to schedule overtime hours beyond 40 hours per week, overtime, or compensatory time is specifically delegated no lower than the Brigade Deputy Commander.
 - b. Supervisors who approve/sign employee timecards will ensure that any overtime hours, compensatory time hours, or any hours worked in excess of 40 hours per week is consistent with the amount of hours authorized by the Brigade Deputy Commander, Brigade Commander, or INSCOM Commanding General.

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5. Employees and supervisors, who knowingly submit time cards with improperly documented hours of work, are subject to formal disciplinary action for making false statements or misrepresentation, to include falsifying information on a time card or other document pertaining to time and attendance entitlements. Such formal disciplinary action can range from a written reprimand to removal from the Federal service.

6. Point of contact for this policy is Ms. Brenda Council, Brigade Civilian Personnel Liaison, DSN 315-723-8065, email brenda.r.council.civ@mail.mil.



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COL. MI
Commanding